

NATIONAL WEATHER SERVICE POLICY DIRECTIVE 30-41

September 9, 2002

Facilities Engineering

FACILITIES MANAGEMENT

NOTICE: This publication is available at: <http://www.nws.noaa.gov/directives/>.

OPR:OPS1 (M. Paese, Acting)

Certified by: OPS (J. McNulty)

Type of Issuance: Initial.

SUMMARY OF REVISIONS: This directive supercedes WSOM Chapter H-10, “Facilities Engineering Program”, Issuance 82-15, dated October 1, 1982; WSOM Chapter H-51, “Facilities Maintenance Program”, Issuance 82-21, dated December 8, 1982, and WSOM Chapter H-11, “Facilities Planning and Programming”, dated May 26, 1972, along with OML 12-83, “Review and Approval of Facilities Projects,” filed with H-11, dated July 19, 1983.

1. The National Weather Service (NWS) will provide, operate, maintain, and protect facilities and infrastructure required for effective mission support nation-wide at their lowest life-cycle cost; provide and retain the minimum number of facilities necessary to effectively support NWS missions and staff at the lowest life-cycle cost; deactivate or dispose of facilities in excess of its requirements; conduct facility activities according to applicable laws, regulations, Federal policies, and inter-organizational agreements; and employ a life-cycle process for managing facilities. This process takes facilities from initial requirements identification through planning, programming, budgeting, design, construction, operation and maintenance, revitalization, deactivation, and disposal. The NWS will determine levels of investment for facilities based on the following general priorities: (a.) statutory and regulatory compliance, (b.) enhanced mission capability, (c.) environmental requirements, (d.) safety, (e.) improved living and working conditions (quality of life), and (f.) industry standards.
2. The objective of the NWS Facilities Management program is to have high quality facilities to effectively and efficiently perform its missions and support its people. NWS facilities must be functional, economical, and compatible with the environment.
3. This directive establishes the following authorities and responsibilities:
 - 3.1 The Assistant Administrator (AA) for Weather Services is responsible for ensuring implementation of facilities engineering policy and procedures.
 - 3.2 The NWS Facilities Management Branch Chief (OPS15) is the principal advisor to the AA on facilities programming, planning, design, and construction issues, and is responsible for development, implementation, and administration of the Facilities Management program including the establishment of

procedures and directives specifying requirements, guidelines; and personnel responsibilities for the facilities program to ensure statutory and regulatory compliance; incorporating programming, planning, design, construction, operations and maintenance requirements into appropriate procedures and instructions; developing regional facility master plans to identify and program long term facility and infrastructure requirements; ensuring the Facilities Management program is periodically reviewed and evaluated; assessing impact of the facilities condition on mission readiness through the implementation of a National Facilities Condition Assessment Program; developing capital investment and real property maintenance projects in compliance with this policy; and interacting with NOAA programming, planning, design, and construction personnel, as required.

3.3 NWS regional headquarters and national centers are responsible for operating, maintaining, and controlling the use of NWS facilities in compliance with all applicable DOC, NOAA, and NWS policies and procedures; maintaining an accurate inventory of all NWS controlled real property with descriptions of current physical condition, capacity, size, age, and uses; reporting on facilities maintenance work performed; coordinating the formulation of Facility Condition Assessment Reports annually for each assigned field office; compiling the reports, developing the corresponding budget, and forwarding the report to NWS headquarters annually; finding and employing ways to gain the greatest value from staff and dollar resources used in operating and maintaining real property assets; analyzing and recommending changes in facility use to improve the value of existing facilities for the NWS mission; and coordinating acquisition and disposal of real property through the appropriate NOAA Administrative Support Center.

3.4 Field offices are responsible for operating, maintaining, protecting and reporting on the facilities, infrastructure, and environment necessary to support NWS mission; assisting with day-to-day implementation of the Facilities Management operations and maintenance program, and the formulation of the annual Facility Condition Assessment Report to the region; and maintaining an accurate record of NWS controlled real property with descriptions of current physical condition, capacity, size, age, and use.

4. To measure the effectiveness of this policy directive, regional and center directors will review the program objectives, evaluate their response to Facilities Management program requirements, and submit a Facilities Condition Assessment Report annually to NWS headquarters.

5. This policy directive is supported by the references listed in Attachment 1.

<u>Signed</u>	<u>9/9/02</u>
John J. Kelly Jr.	Date
Assistant Administrator for	
Weather Services	

Attachment 1

REFERENCES

Executive Order 12512, *Federal Real Property Management*, April 29, 1985.

Executive Order 12759, *Federal Energy Management*, April 17, 1991.

Executive Order 13123, *Greening the Government through Efficient Energy Management*, June 3, 1999.

Office of Management and Budget Circular A-11, Preparation and Submission of Budget Estimates, July 1998.

Federal Property and Administrative Services Act of 1949.

Title 40 U.S.C., Chapter 10 - Management and Disposal of Government Property.

NWS Instruction 30-4101, Programming and Planning.

NWS Instruction 30-4102, Design.

NWS Instruction 30-4103, Facilities Instruction.